

Minutes of the
Gasconade County Soil and Water Conservation District
Regular Board Meeting – Farm Bureau Service Center
1106 Hwy 28, Owensville, MO
Thursday, December 6, 2014, 6 p.m.

Chairman Dennis Berger called the regular board meeting to order at 7:50 p.m. immediately following the Christmas Dinner and festivities. Those present were: Chairman Dennis Berger, Vice-Chairman Mike Haeffner, Treasurer Matt Estes, Member Debra Nowack, District Conservationist Melinda Barch, District Technician II Kory Hubbard, and District Specialist II Diana Mayfield. Secretary Matt Herring was absent.

Others officials present for the evening were: NRCS Soil Conservationist Braden Schmitz, MDC Private Lands Conservationist Seth Barrioz, Gasconade County Southern Commissioner Jerry Lairmore, and FSA CED Kate Gerlemann. Family members that were present were: Bobbie Berger, Suzy Haeffner, Gilbert Nowack, Herb Barch, Grover Mayfield, Nicole and Jayden Hubbard, Greg & Garth Gerlemann, and Kyle Lairmore.

The minutes of the November 4th meeting were reviewed. Matt Estes made the motion to approve the minutes. Debra Nowack seconded the motion. The motion carried 4-0.

The November Treasurer's Report was reviewed. Mike Haeffner made a motion to approve the treasurer's report as presented. Debra Nowack seconded the motion. The motion carried 4-0.

The Timesheets were reviewed. Mike Haeffner moved to approve the submitted timesheets. Debra Nowack seconded the motion. The motion carried 4-0.

Unfinished Business

- ❖ The Board reviewed the Health Insurance Selection Form for staff. Debra Nowack moved to approve the staff selections for the PPO 600. Mike Haeffner seconded the motion. The motion carried 4-0.
- ❖ The training conference workshops were finally made available. Those attending the conference will get together before the Area Meeting to discuss which ones they wish to attend. Dennis Berger hoped to be able to cover all of the workshops, if possible.
- ❖ The nominating committee for Area I presented the names of Mike Haeffner and Jeff Fahrenholtz as nominees to run for the upcoming election. The Area III committee only had Debra Nowack, who said she would run again. Diana Mayfield indicated that she would continue to work with the Area III nominating committee to get another name on the ballot. Matt Estes moved that the Area I names be approved as candidates for the Area Supervisor. Debra Nowack seconded the motion. The motion passed with a vote of 3-0, with Board Vice-Chairman Mike Haeffner abstaining.

New Business

- ❖ Kory Hubbard reviewed the fund status with the Board. Kory updated the board on the practices that are still being planned. He felt that Mr. Schneider is dragging his feet in regards to his project. We should be surveying Kopp's on December 16th and Seth Barrioz will be looking at Aubuchon's Riparian Forest Buffer with Kory on the 17th.

Matt Estes made a motion to approve the cost-share applications listed below and to give pre-approval to the EDK LLC projects when they are ready for signature. Mike Haeffner seconded the motion. The motion carried 4-0.

New Cooperators

- None

Contracts and Conservation Plans

- Aaron & Hillary Winter, DSP-3.1, \$4,667.70, 062-15-0014 and Conservation Plan Approved by Debra Nowack on 11/06/14
- Janice Spurgeon, N472, \$2,421.93, 062-15-0015 and Conservation Plan
- John C/Rayelene McClane, DSP-3.2, \$1,470.50, 062-15-0017, and Conservation Plan
- John C/Rayelene McClane, DSP-3.3, \$2,144.81, 062-15-0018
- Kenneth/Brenella Mehrhoff, DSP-3.3, \$1,387.87, 062-15-0019
- Kenneth/Brenella Mehrhoff, N472, \$2,421.93, 062-15-0021

Change Orders

- None

Contract Payments


- None


Cancellations

- None

- ❖ The Board discussed the upcoming Annual Meeting and based on the schedules of a couple of members, it was decided to shoot for April 9th. Diana will see if the school is available. The Board also wished to have the same caterer as last year, as she was excellent. They would also like to have the Color Guard again.
- ❖ The Board reviewed the DNR Memorandums and Letters.
 - Memorandum 2015-007, Training Conference Reimbursement Forms
- ❖ Melinda Barch indicated that NRCS opened the vacancy announcement on Tuesday and it would close on December 15th. She discussed how some of the duties would change. She also indicated that she is reviewing Kory Hubbard's Conservation Plan that has been submitted to finish up his training. This will give him signature authority on conservation plans. There has been no word from DNR or NRCS in regards to his signing of Grazing Management cost-share even though he has passed those tests. She highlighted the Drainage Workshop on December 9th and that Osage County will be hosting a cover crop field day in June sometime.

- ❖ Debra Nowack indicated that Debbie Temmons' last day with FSA is December 12th and that there will be a FSA Farm Bill Meeting on December 16th at the Immaculate Parish Hall at 1 and 6:30 p.m.
- ❖ The Board reviewed the NRCS & District reports as submitted.
- ❖ Dennis Berger entertained a motion to adjourn. Mike Haeffner so moved. Matt Estes seconded the motion. All in favor. Meeting adjourned at 8:50 p.m.
- ❖ Next Regular Board Meeting is scheduled for Tuesday, January 6, 2015 at 6:30 p.m. at the USDA Service Center.


Dennis Berger, Chairman 1-6-15
Date


Matt Herring, Secretary 1-6-15
Date

By: DIANA
11/25/14 1:33pm

GASCONADE COUNTY SWCD
Treasurers Report

Page 1

Checking account #: MAIN

Dates: From 11/01/14 To 11/30/14

Check/Dep-#	Date	Description	Payee	Amount
Checking account: MAIN Beginning Checking Account Balance for: Nov				\$19,069.10
Auto bal account #: 00-00-100				

Bank ID: 081512407
Acct #: 2001322

Bank name: Community Bank
Phone: 573-437-4444

Checks

4952	11/04/14	PORT-A-POTTIES	CENTRAL SE	\$250.00
4955	11/04/14	DRILL REPAIR - BOTH	MILLER	\$477.37
4956	11/04/14	CHECKS	WALMARTS	\$48.76
4957	11/05/14	TRNG CONF RESERVATIONS	TAN-TAR-A	\$740.10
4958	11/05/14	CONFERENCE REGISTRATION	MASWCD	\$1,040.00
11144953	11/07/14	MCHCP W/H PYMT	MCHCP	\$1,266.82
4953	11/07/14	HUBBARD-PAYROLL 11-07-14	KORY	\$969.31
4954	11/07/14	MAYFIELD-PAYROLL 11/07/14	DIANA	\$883.94
4959	11/13/14	ELECTION NOMINEE COMMITTEE	PLATINUM	\$11.75
4962	11/13/14	10 PLAT BOOKS	DOPUCH	\$210.00
4963	11/13/14	PARTS FOR ATV SPRAYER	SETH	\$7.07
4964	11/19/14	POSTER/OFFICE SUPPLIES	QUILL	\$68.05
4965	11/19/14	DIANA'S AFLAC W/H PYMT	AFLAC	\$139.62
4960	11/21/14	HUBBARD-PAYROLL 11/21/14	KORY	\$969.31
4961	11/21/14	MAYFIELD-PAYROLL 11/21/14	DIANA	\$883.94
9414960	11/21/14	941 TAX W/H PYMT	EFTPS	\$848.12
Total Checks				\$8,814.16

Deposits

CR110314	11/03/14	PLAT BOOKS	(\$175.00)	Deposit
CR1103142	11/03/14	DRILL/COUNTY APPROPRIATION	(\$2,457.00)	Deposit
BI103014	11/05/14	BANK INTEREST	(\$1.88)	Deposit
MDC103014	11/05/14	MDC PLAT BOOK	(\$25.00)	Deposit
PLAT110514	11/05/14	PLAT BOOK RECEIPTS	(\$125.00)	Deposit
CR111314	11/13/14	PLATS/ROTOWIPER	(\$175.00)	Deposit
Total Deposits			(\$2,958.88)	

Total Deposits less Checks for the month: \$5,855.28

Ending Checkbook Balance: Nov **\$13,213.82**

-----End of report-----

By: DIANA
11/25/14 1:33pm

GASCONADE COUNTY SWCD
Treasurers Report

Page 1

Checking account #: 110
Dates: From 11/01/14 To 11/30/14

Check/Dep-#	Date	Description	Payee	Amount
Checking account: 110 Beginning Checking Account Balance for: Nov				\$4,052.96
Auto bal account #: 00-00-110				
Bank ID: 081512407		Bank name: COMMUNITY BANK		
Acct #: 248584		Phone:		

Checks

Total Checks \$0.00

Deposits

SI103114 11/13/14 SAVING INTEREST (\$4.06) Deposit
Total Deposits (\$4.06)
Total Deposits less Checks for the month: (\$4.06)

Ending Checkbook Balance: Nov \$4,057.02
=====

By: DIANA
11/25/14 1:34pm

GASCONADE COUNTY SWCD
Treasurers Report

Page 1

Checking account #: 130
Dates: From 11/01/14 To 11/30/14

Check/Dep-#	Date	Description	Payee	Amount
Checking account: 130 Beginning Checking Account Balance for: Nov				\$10,017.56
Auto bal account #: 00-00-130				
Bank ID:		Bank name: Community Bank of Owensville		
Acct #: 104503		Phone: 5734374444		

Checks

Total Checks \$0.00

Deposits

Total Deposits \$0.00
Total Deposits less Checks for the month: \$0.00

Ending Checkbook Balance: Nov \$10,017.56
=====

Reporting period: 11/01/14 to 11/30/14

Starting account: First Ending account: Last

Details are not shown

Print zero dollar accounts: No

Fund: 01 Local Funds

Account-#	Description	Beg-Bal	Tot-Debit	Tot-Credit	End-Bal
1-00-300	BEGINNING FUND BALANCE	(\$20,840.11)	\$0.00	\$0.00	(\$20,840.11)
01-00-400	INTEREST EARNED ON CHECKING	(\$10.54)	\$0.00	(\$1.88)	(\$12.42)
01-00-401	INTEREST ON CD	(\$17.56)	\$0.00	\$0.00	(\$17.56)
01-00-403	NEWSLETTER ADVERTIZING DONATIO	(\$37.50)	\$0.00	\$0.00	(\$37.50)
01-00-404	COUNTY COMMISSION	\$0.00	\$0.00	(\$2,250.00)	(\$2,250.00)
01-00-406	DONATIONS FIELD DAYS	(\$400.00)	\$0.00	\$0.00	(\$400.00)
01-00-408	SAVINGS DEPOSITS	\$0.00	\$0.00	(\$4.06)	(\$4.06)
01-00-415	SALE OF GOODS-PLAT BOOKS	(\$627.45)	\$0.00	(\$475.00)	(\$1,102.45)
01-00-430	ATV EQUIPMENT RENTAL	(\$60.00)	\$0.00	\$0.00	(\$60.00)
01-00-431	ROTOWIPER RENTAL	(\$50.00)	\$0.00	(\$25.00)	(\$75.00)
01-00-432	JOHN DEERE DRILL RENTAL	(\$1,338.00)	\$0.00	(\$207.00)	(\$1,545.00)
01-00-433	GREAT PLAINS DRILL RENTAL	(\$1,292.50)	\$0.00	\$0.00	(\$1,292.50)
01-00-515	MANAGERS GROSS SALARY - DIANA	\$486.40	\$118.40	\$0.00	\$604.80
01-00-518	TECHNICIAN SALARY - KORY	\$156.80	\$44.80	\$0.00	\$201.60
01-00-526	District Portion Dental -Techn	\$56.88	\$14.22	\$0.00	\$71.10
01-00-536	DISTRICT PORTION DENTAL INS MA	\$56.88	\$14.22	\$0.00	\$71.10
01-00-540	EMPLOYEE TRAVEL-MGMT	\$55.96	\$0.00	\$0.00	\$55.96
01-00-541	EMPLOYEE TRAVEL-TECH	\$17.36	\$0.00	\$0.00	\$17.36
01-00-545	SUPERVISOR TRAVEL	\$133.92	\$0.00	\$0.00	\$133.92
01-00-556	PLAT BOOKS	\$1,410.00	\$210.00	\$0.00	\$1,620.00
01-00-631	DRILL INSURANCE	\$593.38	\$0.00	\$0.00	\$593.38
01-00-632	JOHN DEERE DRILL REPAIR	\$192.50	\$259.87	\$0.00	\$452.37
01-00-633	GREAT PLAINS DRILL REPAIR	\$977.05	\$217.50	\$0.00	\$1,194.55
01-00-635	JOHN DEERE MAINTENANCE	\$600.00	\$0.00	\$0.00	\$600.00
01-00-638	ROTOWIPER REPAIR	\$37.22	\$0.00	\$0.00	\$37.22
01-00-639	ATV REPAIR/EXPENSE	\$26.00	\$7.07	\$0.00	\$33.07
01-00-640	ADVERTISING AND PROMOTION	\$37.00	\$0.00	\$0.00	\$37.00
01-00-830	ANNUAL MEETING	\$669.15	\$0.00	\$0.00	\$669.15
01-00-833	DEMONSTRATIONS/FIELD DAYS	\$369.93	\$0.00	\$0.00	\$369.93

Summary Page:

Beginning Balance:	(\$18,797.23)
Total Income:	(\$2,962.94)
Total Expenses:	\$886.08
Funds Remaining:	(\$20,874.09)

MAYFIELD, DIANA M

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/10/2014 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	27	28	29	30	31	1	2	3	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	04:30 PM	03:30 PM			12:00 PM	
SICK LEAVE	0:00	0:30	1:30	1:00	0:00	0:00	0:00	0:00	3:00
WORK - ACCOUNTING	0:00	3:30	0:00	0:00	1:00	0:00	0:00	0:00	4:30
WORK - BOARD MEETING	0:00	0:00	3:00	0:30	0:00	0:00	0:00	0:30	4:00
WORK - COST-SHARE ADMINISTRATION	0:00	1:30	0:00	0:30	1:00	0:00	0:00	0:30	3:30
WORK - ELECTION	0:00	0:00	1:00	1:45	0:00	0:00	0:00	0:00	2:45
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	1:00	0:30	0:00	0:00	0:00	1:30
WORK - LANDOWNER PROGRAM AWARENESS	0:00	1:00	0:00	0:00	0:00	0:00	0:00	1:30	2:30
WORK - OFFICE ADMINISTRATION	0:00	1:00	2:30	3:00	5:00	0:00	0:00	2:00	13:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	1:30	0:30	0:00	0:30	0:00	0:00	0:00	2:30
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	0:00	0:30	1:15	0:00	0:00	0:00	0:30	2:15
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

MAYFIELD, DIANA M

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/10/2014 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	3	4	5	6	7	8	9	10	Total
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	08:45 PM	03:30 PM	04:30 PM	04:30 PM				
SICK LEAVE	0:00	1:15	0:00	0:00	0:00	0:00	0:00	0:00	1:15
WORK - ACCOUNTING	0:00	0:00	1:00	0:00	1:45	0:00	0:00	0:00	2:45
WORK - BOARD MEETING	0:00	2:45	0:00	4:00	1:30	0:00	0:00	0:00	8:15
WORK - COST-SHARE ADMINISTRATION	0:30	0:00	0:00	1:30	1:30	0:00	0:00	0:00	3:30
WORK - EQUIPMENT RENTAL	0:00	1:15	0:00	0:45	0:00	0:00	0:00	0:00	2:00
WORK - LANDOWNER PROGRAM AWARENESS	0:00	2:00	1:00	0:00	0:15	0:00	0:00	0:00	3:15
WORK - OFFICE ADMINISTRATION	2:00	3:00	3:00	1:00	1:30	0:00	0:00	0:00	10:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	3:00	0:00	2:00	0:00	0:00	0:00	5:00
WORK - USDA ADMINISTRATIVE ASSISTANCE	1:30	1:00	0:00	0:30	0:30	0:00	0:00	0:00	3:30
Total	4:00	11:15	8:00	7:45	9:00	0:00	0:00	0:00	40:00

SICK LEAVE
WORK - ACCOUNTING
WORK - BOARD MEETING
WORK - COST-SHARE ADMINISTRATION
WORK - ELECTION
WORK - LANDOWNER PROGRAM AWARENESS
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES
WORK - USDA ADMINISTRATIVE ASSISTANCE

Therapy
Payroll
Prep, 11/04/14 Mtg, Post work
WINTER

nominating meeting 8:30 a.m.
Aubuchon, Limberg/Schulte

Poster contest

HEL, FILING, Security Awareness Training, Wehmeyer

MAYFIELD, DIANA M

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/10/2014 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 6:00

Compensation Time Accrued: 0:00

Sick Leave Accrued: 4:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 108:15

Compensation Time Balance: 8:10

Sick Leave Balance: 485:00

Military Leave Balance: 0:00

Pay Rate: \$14.59

Employee Signature: 

Date: 11/12/14

Board Member Signature: 

Date: 11-13-14

HUBBARD, KORY D

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

Time Period Ending: 11/10/2014 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	27	28	29	30	31	1	2	3	
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	04:30 PM	04:30 PM	04:30 PM	04:30 PM				
SICK LEAVE	0:00	2:30	0:00	0:00	0:00	0:00	0:00	0:00	2:30
DSP 3.2 - TECHNICAL	3:00	2:30	3:00	0:00	2:30	0:00	0:00	0:00	11:00
N472 - TECHNICAL	0:00	2:00	1:00	0:00	0:00	0:00	0:00	0:00	3:00
DSP 3.1 - TECHNICAL	0:00	0:00	0:00	4:00	1:30	0:00	0:00	0:00	5:30
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:30	0:30	0:00	0:00	0:00	1:00
WORK - GENERAL LANDOWNER CONTACT	0:00	1:00	1:00	2:00	0:30	0:00	0:00	0:00	4:30
WORK - OFFICE ADMINISTRATION	1:00	1:00	3:30	2:30	4:00	0:00	0:00	0:00	12:00
WORK - USDA TECHNICAL ASSISTANCE	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:30
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

Board Member Initials: MLK

Date: 11-12-14

Page 1 of 2

HUBBARD, KORY D

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
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Time Period Ending: 11/10/2014 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	3	4	5	6	7	8	9	10	
Start Time		07:00 AM	07:00 AM	08:30 AM	07:00 AM			07:00 AM	
Stop Time		08:45 PM	04:30 PM	04:30 PM	02:45 PM			12:00 PM	
SICK LEAVE	0:00	0:00	0:00	0:00	7:15	0:00	0:00	0:00	7:15
DSP 3.2 - TECHNICAL	0:00	1:00	2:00	3:00	0:00	0:00	0:00	2:30	8:30
N472 - TECHNICAL	0:00	0:00	3:00	2:30	0:00	0:00	0:00	0:00	5:30
DSP 3.1 - TECHNICAL	0:00	1:00	0:45	0:00	0:00	0:00	0:00	0:00	1:45
WQ10 - TECHNICAL	0:00	3:30	1:00	0:00	0:00	0:00	0:00	0:00	4:30
WORK - BOARD MEETING	0:00	2:15	0:00	0:00	0:00	0:00	0:00	0:00	2:15
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:30	0:00	0:00	0:00	0:30	1:00
WORK - GENERAL LANDOWNER CONTACT	0:00	1:00	0:00	0:30	0:00	0:00	0:00	0:30	2:00
WORK - OFFICE ADMINISTRATION	0:00	2:30	2:15	1:00	0:00	0:00	0:00	1:30	7:15
Total	0:00	11:15	9:00	7:30	7:15	0:00	0:00	5:00	40:00

DSP 3.2 - TECHNICAL
N472 - TECHNICAL
DSP 3.1 - TECHNICAL
WQ10 - TECHNICAL

Winter, Chapman, Aubuchon, Diebal
Schoenfeld, Kopp, Spurgoen
winter
Schulte

Earned This Pay Period:

Annual Leave Accrued: 4:00

Sick Leave Accrued: 4:00

Compensation Time Accrued: 0:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 100:15

Sick Leave Balance: 109:30

Compensation Time Balance: 0:08

Military Leave Balance: 0:00

Pay Rate: \$14.15

Employee Signature: Kory Hubbard

Date: 11-12-14

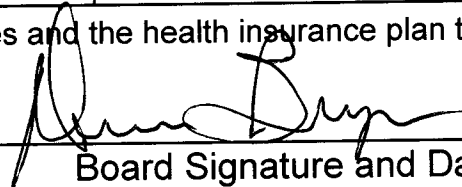
Board Member Signature: MLK

Date: 11-13-14

Health Insurance
Calendar Year 2015
Gasconade County SWCD

Employee Name	PPO600	PPO1000	Not Participating
Diana Mayfield	x		
Kory Hubbard	x		

Please list your employees and the health insurance plan they have chosen for calendar year 2015


Board Signature and Date

12-4-14



2014 Training Conference Workshops
December 10 – 12, 2014
Tan-Tar-A Resort
Osage Beach, Missouri

Wednesday, December 10, 2014

3:00-4:00 Workshops

1. Supervisor/Employee Orientation
2. Liability Insurance
3. Personnel Laws
4. Farm Bill 2014

Redbud
62/63/64
Parasol I
Parasol II

Thursday, December 11, 2014

4:00-5:00 Workshops

1. Utilizing MDC Staff and Programs
2. Technical Tools
3. Plan for the Future
4. Farm Energy Audits

Redbud
62/63/64
Parasol I
Parasol II

Friday, December 12, 2014

8:00-9:00 Workshops

1. Need Assistance on Calibrating Your Grass Seed Drill?
2. Cooperator Payments- Getting it Right!
3. Plan for the Future
4. Utilizing MDC Staff and Programs

Redbud
62/63/64
Parasol I
Parasol II

9:15-10:15 Workshops

1. Need Assistance on Calibrating Your Grass Seed Drill?
2. Properly Managing Cover Crops
3. Missouri DNR Strategies
4. Missouri State Parks

Redbud
62/63/64
Parasol I
Parasol II

10:30-11:30 Workshops

1. Cooperator Payments- Getting it Right!
2. Properly Managing Cover Crops
3. Missouri DNR Strategies
4. Missouri State Parks

Redbud
62/63/64
Parasol I
Parasol II

Workshops for 2014 Training Conference

Farm Bill 2014: United States Department of Agriculture (USDA) staff will discuss how the new Farm Bill consolidates conservation programs for flexibility, accountability and efficiency of delivery and implementation for farmers, ranchers and landowners. This will be an overview of the new Farm Bill that builds upon previous successful partnerships and encourages agricultural producers and partners to design conservation projects that address regional priorities. This will also describe USDA's role in implementing conservation compliance for highly erodible lands and wetlands.

Need Assistance on Calibrating Your Grass Seed Drill?: Getting a good stand of grass is never easy, but there are steps you can take to give yourself and producers the best opportunity for success. Adjusting drill settings to get the correct amount of seed in the ground at the correct depth is a good step toward success. Specialists from the Plant Materials Center in Elsberry, MO will be on hand to demonstrate how to correctly adjust the settings and to answer your questions.

Cooperator Payments- Getting it Right!: Due to cost-share being the largest portion of the budget for the Soil and Water Conservation Program (SWCP), the Department of Natural Resources (DNR) is working with SWCP staff to ensure appropriate emphasis on review of contract payments. SWCP staff will discuss the contract payment review process and provide guidance to ensure cooperator payments are processed in a timely manner. Staff from the Office of Administration will be on hand to explain how to correctly complete the Vendor Input/ACH-EFT Application.

Properly Managing Cover Crops: University of Missouri Extension is developing a cover crop management course that will help producers be successful in their use of cover crops, from planting to termination. Cover crops are valuable to improve soil health, reduce soil erosion and increase nutrients available to following crops. This workshop will provide a research based overview to guide producers on cover crop selection, improving stand establishment for greater biomass yield and insights to key management strategies for attaining the greatest benefit to soil health. A budgeting tool will also be presented by NRCS staff that can assist producers to make informed financial decisions when considering adding cover crops to their production system.

Personnel Laws: Every year brings changes to the personnel laws. The DNR Human Resources Director will discuss changes to personnel laws and how this affects soil and water conservation districts.

Supervisor/Employee Orientation: Are you a rookie district supervisor for a Soil and Water Conservation District or a veteran supervisor and find yourself wondering if your district is on the right track? Or are you an employee that just wants to learn more about your responsibilities? This session presented by SWCP staff will give you an overview of the day-to-day operations of a district and the roles and responsibilities of a district supervisor.

Liability Insurance: Is your district properly insured? In this workshop, a representative from the Missouri Public Entity Risk Management Fund (MoPERM) will review current coverages and be available to review district concerns regarding liability coverage, signature authority and other issues.

Farm Energy Audits: An energy audit specialist will provide information focusing on energy audits on the farm. The specialist will define an energy audit, an energy assessment and requirements for participation in an audit. The workshop will also cover farm operations that have had energy audits and assessments completed.

Plan for the Future: Join the SWCP staff and subcommittee members to find out what is happening with the Plan for the Future. Progress from the Outreach/Education, Conservation Practices, Emerging Issues and Program Delivery/Operations subcommittees will be reported.

Missouri State Parks: The parks, soils and water sales tax provides the majority of the budget for operation, protection and improvement of Missouri's 87 state parks and historic sites. The Missouri State Parks Director will provide an update on the recent accomplishments of the state park system.

Technical Tools: Staff from the SWCP and NRCS will be discussing CMT and Toolkit to provide ways districts can combine mapping programs for state cost-share projects in the future. There will be discussion of the latest version of EFT and what will be coming in the next release with a short question and answer session on EFT.

Utilizing MDC Staff and Programs: How involved is your Missouri Department of Conservation (MDC) Private Lands Conservationist (PLC) in the district's cost-share program? A representative from MDC will give examples of how PLCs can promote cost-share practices for the SWCD and MDC Landowner Assistance Program.

Missouri DNR Strategies: DNR staff will provide an overview on two statewide strategies. The new Community Services effort is an assistance program for small, financially-challenged communities to ensure the protection of human health and the environment without contributing an excessive economic burden on small communities. Clean water and drinking water infrastructure will be high priority focus areas. Our Missouri Waters is an approach for managing water resources at the local watershed level – where specific water resource management needs are best addressed. By coordinating the efforts of all the agencies and individuals who have an interest in the watershed, the department can focus staff and financial resources on priorities and on solving water resource problems.

Fund Status (2015)

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
(573)437-3478 EXT: 3

CC PILOT COVER CROP						
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>	<u>Pending</u>
PILOT COVER CROP 2015	\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$4,800.00	\$0.00
Project Sub Total	\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$4,800.00	\$0.00
GM GRAZING MANAGEMENT						
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>	<u>Pending</u>
GRAZING MANAGEMENT 2015	\$61,722.00	\$41,074.73	\$20,647.27	\$13,308.40	\$48,413.60	\$5,003.18
Project Sub Total	\$61,722.00	\$41,074.73	\$20,647.27	\$13,308.40	\$48,413.60	\$5,003.18
SA SENSITIVE AREAS						
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>	<u>Pending</u>
SENSITIVE AREAS 2015	\$36,500.00	\$15,954.57	\$20,545.43	\$13,718.00	\$22,782.00	\$0.00
Project Sub Total	\$36,500.00	\$15,954.57	\$20,545.43	\$13,718.00	\$22,782.00	\$0.00
SGE SHEET AND RILL / GULLY EROSION						
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>	<u>Pending</u>
SHEET AND RILL / GULLY E 2015	\$42,277.00	\$3,062.57	\$39,214.43	\$3,062.57	\$39,214.43	\$0.00
Project Sub Total	\$42,277.00	\$3,062.57	\$39,214.43	\$3,062.57	\$39,214.43	\$0.00
WE WOODLAND EROSION						
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>	<u>Pending</u>
WOODLAND EROSION 2015	\$38,150.00	\$15,893.25	\$22,256.75	\$1,888.50	\$36,261.50	\$12,379.67
Project Sub Total	\$38,150.00	\$15,893.25	\$22,256.75	\$1,888.50	\$36,261.50	\$12,379.67
Grand Totals	183,449.00	\$75,985.12	\$107,463.88	\$31,977.47	\$151,471.53	\$17,382.85

41%

51%

Fiscal Year = 2015, Sort By Project



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director


DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

MEMORANDUM 2015-007

DATE: November 12, 2014

TO: All Soil and Water Conservation Districts

FROM:  Colette Weckenborg, Fiscal and Administrative Manager
Soil and Water Conservation Program

SUBJECT: Training Conference Reimbursement Form

Once again, the Soil and Water Conservation Program will be reimbursing supervisor's hotel, registration and meals provided at the training conference. The mileage and meals for supervisors in route will be the responsibility of the district and can be paid from the administrative state fund 04 or local funds. Attached is the reimbursement request form. Districts will need to submit the hotel receipt and conference receipt with this form. Please include this information with your 2nd quarter report. The program will reimburse the district and the district is to reimburse the supervisors.

Reimbursement is eligible for hotel rooms on Tuesday, if travel time is in excess of three hours. This should be used as guidance; however, it will be left to the district boards to approve travel and lodging from state funds for individuals that may not fit within the three hour guidance. We ask that district boards be judicious with the use of taxpayer funds.

The room rate at Tan-Tar-A Resort for this year's training conference is \$74.16, which includes lodging taxes. If a district check is used to pay for these expenses, \$74.16 per room per night is all that can be paid. Check hotel bills carefully to ensure that state sales tax is not charged. A district credit card is not exempt from state sales tax unless there is a letter from the Department of Revenue specifically exempting that credit card from state sales tax. If you do not have a tax exempt letter, state and local taxes will also be charged. The maximum that a district will be reimbursed for a supervisor's hotel room is \$74.16 per room per night. Make certain the documentation for the hotel reimbursement that you submit to the program is an **itemized** receipt.

When these expenses are entered into the accounting system, please remember to track these expenses in fund 10. Also the reimbursement from the state will be tracked in fund 10, state allotment account number.

All SWCDs
November 12, 2014
Page Two

As a reminder, the expenses of spouses/guest of the supervisors or employees are not allowed from state or local funds.

Please consider carpooling and sharing rooms when feasible to reduce expenses for the district.

Once a district supervisor registers for a conference meal it is considered part of the meal count that is submitted to the hotel and the Missouri Association of Soil and Water Conservation Districts (MASWCD) is charged for the expense. If the supervisor later decides not to attend the conference meal, MASWCD still has to pay for the meals as shown on the registration. Program staff will not allow meal expenses for supervisors from state funds if the supervisor had previously registered for a conference meal.

If you have questions about your hotel charges or completing the reimbursement form, please contact Lori Bax, lori.bax@dnr.mo.gov or by phone at 573-751-5389. Thank you!

JB:lab

Attachment

Celebrating 40 years of taking care of Missouri's natural resources. To learn more about the Missouri Department of Natural Resources visit dnr.mo.gov.

SUPERVISOR REIMBURSEMENT FORM
2014 Training Conference

District

_____ The attached lodging expense was incurred at the 2014 Training Conference. Please reimburse the district for the amount listed below. **Please attach an itemized hotel receipt.**

_____ The attached registration/meal expense was incurred at the 2014 Training Conference. Please reimburse the district for the amount listed below. **Please attach an itemized receipt.**

Amount Paid

Amount to be Reimbursed

Supervisor Name (printed) _____

Supervisor Signature _____

The above amount represents the eligible state portion of the lodging expenses for the above named supervisor. The district has paid this amount.

Check Number

Date Paid

Please complete one reimbursement form per supervisor. A copy of the itemized hotel receipt (showing room rate with room taxes) must be submitted with the claim for reimbursement. Write the check number used and date paid on this form. It is the district's responsibility to obtain correct documentation. The maximum amount the district will be reimbursed is \$74.16 per night per supervisor.



United States Department of Agriculture

NOV 18 2014

SUBJECT: SPA-Field Office Service Area (FOSA) Re-alignment Update

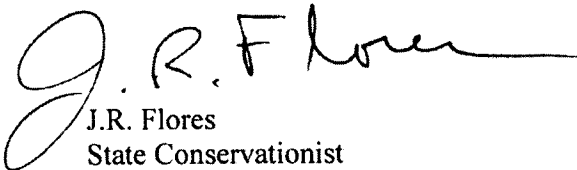
TO: Natural Resources Conservation Service (NRCS) Employees File Code: 340-11
State of Missouri

You received my last communication regarding the new FOSA re-alignment and the subsequent filling of the supervisory positions for the 30 new FOSAs on October 1 in the Show-Me Conservation newsletter. I understand that this is an important topic for many of you and I want to keep you informed on the status of this process.

The supervisory position for each of the 30 new FOSAs will be a GS-457-12 and retain the working title of "District Conservationist." Advertisements for the 30 positions will occur within the next 10 days and remain open for 14 calendar days. These positions, that are open to qualified Missouri NRCS staff, will not offer relocation. There will be one advertisement for all 30 positions. Applicants are strongly encouraged to identify locations of interest, by priority, within a cover letter attached to the position application.

This re-alignment will result in a reduction from 56 to 30 FOSAs. Current GS-457-12 District Conservationists who are not selected for a supervisory position in one of the 30 new FOSAs will continue forward with working title of "Lead Resource Conservationist (LRC)." The LRCs will retain their GS-12 grade, but will have an addendum added to their position descriptions. The addendum is attached to this message. This addendum identifies duties that an LRC might perform in order to maintain the complexity of a GS-12 position. An LRC will not be expected to perform all of these duties, but will work with their Area Conservationist to clearly identify which items from the list will be performed by each LRC. The LRC position description will be identical to our Missouri GS-11 Resource Conservationists' position description plus the addendum.

I recognize there is some anxiety associated with a change of FOSAs and supervisory roles. I encourage you to discuss any questions or concerns you have with your immediate supervisor or Area Conservationist.



J.R. Flores
State Conservationist

Attachment

Position Addendum for GS-12 Soil Conservationist

In addition to performing the full range of duties as described in the Soil Conservationist GS-457-11 position description, Soil Conservationists at the GS-12 level will be tasked with a limited number of these duties. The variety of duties and scope of involvement will depend on overall workload, overall time consumed by the assignments, expertise of the employee, geographical distribution, agency need, etc.

Performs at least one of these area-wide functions (a targeted geographic area may be designated):

Provides leadership, training, planning support, and expert advice to employees and partners regarding specified topic(s) of expertise, such areas as grazing management, nutrient management, manure management, soil health, cropland resource management systems, etc. May also provide training and assistance to the public and conservation groups.

Serves as a key expert member of the Area NRI Team

Provides leadership, direction, and coordination on outreach and civil rights activities and marketing for the area and serves as representative on state committees.

Assists the Area Resource Conservation with NFSA conservation compliance activities; completes second field reviews, collect field, Ag operation, and case file data; assembles appeal records; and represents NRCS along with state appeals coordinator at NAD hearings.

Provides expert assistance to the ARC to support field offices with Farm Bill program implementation. Provides support regarding Farm Bill program ranking: scoring, eligibility, program policy; performs quality assurance reviews on eligibility and ranking prior to preapprovals. Incumbent may specialist in all Farm Bill programs administered by NRCS, or be assigned duties related to one specific program.

Completes review of conservation plans submitted for conservation planning certification and/or re-certification for partners and NRCS staff across the area.

Assists the Area with Program Development; performs outreach and marketing activities to generate interest in RCPP, CIG, EQIP, and other key initiatives.

Performs these functions in designated geographical locations within the FOSA as assigned:

Independently coordinates an effective process to assure timely and correct completion of HEL determinations, wetland determinations, and conservation compliance determinations by individuals and teams inside and outside the FOSA (NOTE: All letters regarding these determinations will be signed by the DC).

Provides leadership and direction for Quality Assurance activities within the FOSA, including responsibility for reports and follow up on required corrective actions, and assigning QAR activities as indicated.

Approves farm bill payments in protracts (as allowed by delegation of authority letter) for a designated geographical location within the FOSA.

Provides day-to-day technical guidance and expertise and defines work priorities to NRCS and SWCD staff in assigned geographical location(s) within the FOSA.

Provides oversight (second level review) of engineering survey and design (prior to approval); reviews and evaluates associated cost share documentation; assures practice is supported by effective conservation planning; adheres to program criteria and components meet associated statement(s) of work.

Independently monitors Farm Bill contracts to assure contract management goals are met. Serves as point of contact in the FOSA for the Area Conservationist and BTS regarding contract management issues.



Natural Resources Conservation Service
1315 E Main
Linn, Missouri 65051

**November 2014
NRCS Board Report**

During the month of November I attended the SWCD Board meetings in Gasconade and Maries County. Osage County did not hold a November meeting.

I attended the MFGC Grazing Conference along with Amy and Colby.

NRCS staff attended conservation planning training in Madison mainly for renewal of CStP contracts.

NRCS staff has been meeting with CStP renewal applicants. Applicants will have to continue current enhancements, if offered, along with at least one new enhancement to meet two priority resource concerns. Our FOSA has 48 renewal applications. This has been our main focus this month.

Secretary Vilsack approved three hour early release the day before Veteran's Day and Thanksgiving.

Melinda L. Barch

REGULAR OPEN MEETING GASCONADE COUNTY SWCD

Posted November 26, 2014, 3:00 p.m.

AGENDA

Farm Bureau Meeting Room

Thursday, December 4, 2014, 6:00 pm

- ☐ Open Meeting –Chairman
- ☐ Review Minutes of the November Board Meeting – Secretary
- ☐ November Financial Review
 - Treasurer's Report
 - Time Sheets

Unfinished Business

- ☐ Health Insurance
- ☐ Training Conference Workshops
- ☐ Nominating Committee Recommendations
 - Area I – Mike Haeffner and Jeff Fahrenholtz
 - Area III – Debra Nowack

New Business

- ☐ Cost-Share –
 - Fund Status
 - Approve Conservation Plans, Cost-share Contracts, Change Orders, and Payments

Name	Cons Plan	Cost-Share Practice	Contract, Change Order or Payment	Application Number
Aaron/Hillary Winter ¹	C/S	DSP-3.1	Contract	062-15-0014
Janice Spurgeon	C/S	N472	Contract	062-15-0015
John C/Rayelene McClane	C/S	DSP-3.2	Contract	062-15-0017
John C/Rayelene McClane		DSP-3.3	Contract	062-15-0018
Kenneth/Brenella Mehrhoff		DSP-3.3	Contract	062-15-0019
Kenneth/Brenella Mehrhoff		N 472	Contract	062-15-0021
EDK Farm LLC (PreApproval)	C/S	DSP-3.2	Contract	
EDK Farm LLC (PreApproval)		DSP-3.3	Contract	

¹Approved by Debra Nowack, 11/06/14

- ☐ Annual Plan of Action
 - Annual Meeting location and dates
- ☐ Additional New Business
- ☐ DNR Memorandums and Letters
 - Memorandum 2015-007, Training Conference Reimbursement Forms
- ☐ Mail
 - NRCS – Field Office Service Area Re-alignment Update
- ☐ NRCS and District Reports
- ☐ Calendar of Events –
 - December 10-12 – Annual Training Conference
 - December 18 – Diana at Excel Training, Jefferson City
 - December 22 – 26 , Kory Hubbard off
 - December 25, Christmas Day Holiday, Office Closed
 - December 29 - January 2, Diana Mayfield off
- ☐ Adjourn. Next meeting scheduled for Tuesday, **January 6, 2015, at the USDA Service Center, 6:30 p.m.**

Soil & Water Conservation District Boards may go into closed session at this meeting if such action is approved by a majority vote of the board members who constitute a quorum to discuss legal, confidential, or privileged matters under § 610.021(1), RSMo 2000; personnel actions under §610.021(3); personnel records or applications under §610.021(13), records under § 610.021(14), or audit issues under § 610.021(17), which are otherwise protected from disclosure by law.